VOTING PROCEDURES FOR BC/YUKON AL-ANON

In 2007 BC/Yukon Al-Anon adopted Knowledge Based Decision Making as the process we will use to reach an informed group conscience through open discussion and vote. The intent is to have issues brought to the membership and complete informed discussions before any motion or recommendation is made.

There are four elements to <u>Build a Culture of Trust</u> so that Knowledge Based Decision Making is effective. They are:

1. Open communication between leadership and membership.
2. Dialogue before deliberation.
3. All decision makers will have common access to full information.
4. We have confidence in the competence of our trusted servants.

<u>AWSCM</u>

Issues from any member can be introduced for discussion, provided that there is background information made available to the members, ideally in written form. If the information provided is complete enough for members to make an informed decision, a recommendation may be made. Approved recommendations are forwarded to Assembly as discussions. Voting members at AWSCM are District Representatives, Delegate, Alternate Delegate, Chair, Secretary, Treasurer, Coordinators and Liaison Members.

<u>Assembly</u>

The discussion topics at Assembly include recommendations from the AWSCM and any new topics put forward by members as new business. Addition to existing discussion topics can be brought forward during the open discussion at the business session. The voting members at Assembly are the Group Representatives.

<u>Discussion Procedures using Knowledge Based Decision Making (KBDM)</u>

1. Background information is compiled before the meeting and distributed to members through their District Representative. "All decision makers will have common access to full information."
2. Open discussion takes place during the business session of AWSCM or Assembly.
3. Discussion is limited to the stated topic.
4. Proposer of the Discussion Topic may speak to it first.
5. Side conversations should be avoided to ensure all members can participate and hear the discussion.
6. The topic is under discussion - not the proposer. (principles before personalities)
7. Chairperson does not enter into the discussions.
8. Each member may speak for two minutes.
9. Each member may speak only once to a topic.

10. Asking or answering a question does not count as time at the mic, provided the individual does not continue to discuss the issue.
11. Chair may ask for a show of hands to determine if members are leaning toward a consensus.
12. If there is not a clear majority, the chair may re-focus the discussion or ask for a task force to collect additional information before the next AWSCM or Assembly.
13. If it appears a consensus if forming, the chair may call for a motion from the members. The members work together to develop the wording of the motion.
14. All voting members are asked to remain in the room during any discussion and to be there to vote.

- **Prior to asking for a vote, the Chair will affirm by a show of hands if votes will be passed by a simple majority or a substantial unanimity (two-thirds).**
- **The motion will be printed on the screen and/or a visual display for all to see.**
- **The vote is taken.**

Motion maker & seconder should give their name and the name of the group or district they represent

1. Discussion is completed
2. Chairperson will ask for a motion
3. Motion is made
4. Motion is seconded
5. The chairperson proceeds with the vote

Definitions:

Motion
To suggest a course of action after full discussion has taken place and everyone has all the information required.

Knowledge Based Decision Making to an informed group conscience
The process by which groups of interested parties discuss specific issues to become informed before making decisions.

Background Information
The factual information supplied to members of a group in order to provide a starting or focus point for a discussion in which the group has been asked to make a decision.